

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by performing office functions and handling clerical duties. The work involves frequent contact with the public as receptionist for the Chief's office. The employee of this class maintains records for the Fire Chief and acts as backup in maintaining personnel files for the department. The Secretary to the Fire Chief has the authority to work independently in most areas, performing special tasks with only general instructions. The Secretary to the Fire Chief reports to and has work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Schedules appointments for the Fire Chief as directed, keeps records of the schedule, and notifies the Fire Chief of appointments, meetings, or other scheduled events. Answers telephone calls and handles any routine questions or requests by callers or visitors to the office. Acts as receptionist for any visitors to the Chief's office, screens visitors to determine if their business warrants seeing the Chief, and directs them to other individuals or offices when necessary.

Takes minutes or notes at assigned meetings in the Chief's absence and transcribes these notes using speed writing. Types letters, forms, memos, statements, formal reports, or any other documents assigned by the Fire Chief. Proofreads typed material and corrects errors. Replies to any routine correspondence on own initiative following departmental procedures or from directions by the Fire Chief. Composes business letters in answer to requests addressed to the department or as required to handle the needs of the department. Compiles, organizes, and analyzes data needed for reports.

Sets up and maintains a filing system. Files correspondence, cards, forms, records, or reports in files where they are organized alphabetically, numerically, by subject matter, and/or by code. Assigns cross-indexing numbers to files if necessary. Keeps records on the location of materials removed from files and to whom materials were released. Traces missing files. Disposes of obsolete files and records in accordance with legal requirements.

Opens incoming mail for the Fire Chief. Briefly reads or reviews

incoming materials and sorts according to subject matter. Stamps material to record date and/or time it was received, and processes or files the material according to department procedures.

Enters, locates, and retrieves information or documents which are stored in hard copy files or in the computer database. Operates a copying machine, facsimile machine, and calculator or computer software application when required.

Acts as backup for completing personnel time records for the finance department and for maintaining personnel files. Operates communications equipment for short periods to relieve communications officers.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate. **And** six (6) years of experience in varied clerical work, at least two (2) of which must have been in a high level clerical position.

OR

Must have a degree from an accredited four (4) year college or university and two (2) years of experience in a high level clerical position.

Must be not less than eighteen (18) years of age.

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| BK | 04-22-02 |
| REV | 11-19-09 |
| | 06-30-11 |